

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Transportation Engineering Technician	DISTRICT/DIVISION/OFFICE North Region Construction	
WORKING TITLE Construction Field Office Engineer	POSITION NUMBER 927-502-3175-	EFFECTIVE DATE January 2009

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general direction received from a Senior Transportation Engineer. The incumbent performs various transportation field office-engineering tasks of average difficulty. *Must have a current driver's license.*

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

- 50% (E) Will perform general field office/administrative duties. Will maintain office records for construction projects; collect engineering data and prepare documents for progress pay for contractors. Will check engineering calculations for accuracy; perform construction inspections as needed, ensuring compliance with plans and specifications; Assist in the preparation of and processing of Extra Work Bills, checking against the Resident Engineers and Assistant Engineers' diaries, verify hours and dollar amounts against diaries and report discrepancies to RE and contractors.
- 30% (E) Advise the various Resident Engineers on work out of the field office, regarding the progress of the various phases of construction activity. Assist in preparing contract change orders, contract estimates, and other documents and reports involved in the construction of engineering projects; may review plans, prepare cost estimates and agreements; monitor project finances and report status to Resident Engineers to insure projects stay within budget.
- 15% (E) Assist in the analysis of Critical Path Method (CPM) schedules of construction projects. Prepare the Weekly Statement of Working Days and forwards to contractors for verification.
- 5% (E) Assist in the preparation of electronic as-built plans for submission to project development. Perform miscellaneous inspection duties and nonprofessional engineering work as assigned, on various construction projects.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

SUPERVISION EXERCISED OVER OTHERS:

The incumbent will receive general direction from an Area Construction Engineer, a Senior Transportation Engineer.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

The incumbent should have experience and knowledge of construction procedures and practices. Knowledge of Standard Specifications and the contract administration process as provided for in the Construction Manual. Incumbent should have a working knowledge of the use of mainframe and PC computers, including various databases, spreadsheets, and word processing programs. Also the incumbent should have a working knowledge of Critical Path Scheduling and CADD software.

Incumbent must be able to read and write English, at a level required for successful job performance; communicate effectively orally and in writing. Prepare accurate engineering calculations; understand very basic design engineering principles; ability to research and compile data and maintain accurate and complete project records. Analyze work situations, meet deadlines, and work effectively with others.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The incumbent is responsible for accuracy of responses and information given to Contractors and Caltrans field staff. Misinformation or incomplete information could result in incorrect or late payments to the Contractor.

PUBLIC AND INTERNAL CONTACTS:

Incumbent must be able to establish and maintain friendly and cooperative relations with those contacted in the course of the work, such as fellow Caltrans workers, engineering consultants, contractors and their employees. Will be responsible for obtaining and transmitting relevant engineering information. These contacts could be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

At times, the incumbent may have to be out on the project and at that time, the incumbent may have to stand for long periods of time, walk on slopes or uneven terrain, move and transport bags of material samples to Materials Labs. Employee will be required to drive to and work at, various locations throughout the North Region. When at their base office setting, employee may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the incumbent's work, must maintain cooperative working relationships within the working environment.

WORK ENVIRONMENT:

Incumbent will be required to work at various locations throughout North Region Construction. Will be subject to noise, odors, and dust; extreme weather conditions; climate-controlled environment; artificial lighting, etc. Incumbent will be working in the same location as a variety of materials, construction and testing equipment.

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I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE